



CRIS Downtime Processes – By Department

1/19/2006



Department	How to Handle Routine Orders During Downtime	How to Handle STAT Orders During Downtime	How to Retrieve Results	Who will Enter Orders into CRIS post Go-Live
Laboratory Chemistry 496-3386 Hematology 496-4474 Microbiology 496-4433	Tube copy of downtime order form to lab	Tube copy of downtime order form to lab and follow up with phone call to department.	Routine - Results will be delivered by messenger to units on routine rounds. STAT – Unit will be called with result and the hardcopy will be delivered by messenger.	Lab staff
Radiology 496-7700	Tube copy of downtime order form to Radiology	Tube copy of downtime order form to Radiology and follow up with phone call to department.	Routine and STAT – Clinicians can call the Radiology department or physically go to the department to retrieve results.	LIP or RN
Nutrition 496-4981	Tube copy of downtime order form to Dietary	Tube copy of downtime order form to Dietary and follow up with phone call to department.	N/A	LIP or RN
Pharmacy Unit Dose 496-1914 IV Meds 486-6551	<ul style="list-style-type: none"> • Tube copy of downtime order form to Pharmacy. • There is a new downtime TPN (#2795) order form that will be available on all units. • For Medication Replacement, make a copy of the order (whether it is from your medical care plan or on a manual form) and tube to the pharmacy. 	Tube copy of downtime order form to Pharmacy and follow up with phone call to department.	N/A	LIP or RN
Blood Bank/DTM 496-4506	Tube copy of downtime order form to Blood Bank/DTM	Tube copy of downtime order form to Blood Bank and follow up with phone call to department.	N/A	LIP or RN

- ✓ Orders need to be legibly signed on the Downtime MD Order Sheet, co-signed by the nurse and include the patient location.
- ✓ Put original downtime order on patient's chart.
- ✓ **Nursing Documentation Post Go-live:** Document all nursing admission assessments, medications given and blood products into the CRIS.